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## MEMORANDUM

**TO:** Agency Heads and Human Resources Directors of All State Agencies, Departments, and Commissions

**FROM:** Samuel L. Wilkins, Director

**SUBJECT:** Information Technology and Risk Management & Compliance Classifications

**DATE:** May 22, 2015

In order to address the needed modernization of the State's Information Technology (IT) classifications and the need for information security and privacy classifications, the State Human Resource Division has developed a new Information Technology (AM) classification series and added a new Risk Management and Compliance (AF) classification series. The new classifications can be accessed on the State Human Resources Division website at <http://www.ohr.sc.gov/OHR/OHR-browse-class.phtm>.

Because the new IT classification series, which contains 41 classifications, has several new information technology classification options, agencies will have until July 2<sup>nd</sup> to transition from the State's old IT (AJ) classification series to the new series. To assist with the transition, we have included a crosswalk which illustrates the most likely classification transitions from the old class series to the new series; however, agencies should review their current IT position descriptions to determine the appropriate new classification. Agencies are not required to make changes to position descriptions with this process. Also enclosed are instructions on how to complete the transition in SCEIS. Please remember that changes will be required for both filled and vacant IT positions. The actions to affect these changes in SCEIS should be made effective on payroll effective dates (June 2<sup>nd</sup>, 17<sup>th</sup>, or July 2<sup>nd</sup>). There are two current classifications, Information Technology Systems Architect (AJ47) and Agency CIO (AJ14) that will be reallocated to classifications in higher pay bands through this process. Our office will process those reallocation actions. The new classifications will also be available in NeoGov.

Employees in positions moving to the new IT or Risk Management & Compliance classifications will not be required to serve a trial period or have their probationary period affected by this transition.

If you have questions about the new classifications and the transition, please contact your HR consultant.